

AUDIT OF MEDICAL INVOICES

3651

(No. 13 October 1991)

Purpose/Use: Audit medical invoices.

Reference/Authority: Accounting Procedures Handbook, Sections 3684, 3762, and 3766.

Source: Doctor, medical facility.

Forms/Related Documents: Invoice.

Due Date(s): Upon receipt.

Distribution: Original and duplicate of invoice to DAO or RO as directed; Duplicate of invoice retained at originating unit.

CDF pays for required "over 40," Class I driver's license and for limited-term employees' physicals.

Upon receipt, forward invoice to unit personnel office for approval and return.

- Determine that the purpose of the physical is shown.
- Place vendor number at top in red.
- Assign nonliquidating document number. See Accounting Procedures Handbook, Section 3766.
- Place appropriate CALSTARS code on invoice. See Accounting Procedures Handbook, Section 3762.
- Administrative units - forward original and duplicate copy of invoice to DAO-Claims.
- DAO-Claims, prepare claims schedule per Accounting Procedures Handbook, Section 3684.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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